

September 9, 2003

TO: Interested Parties

FROM: Associate Administrator for Biological and Physical Research

SUBJECT: Release of Draft Statement of Work for the International Space Station Research Institute

The attached Draft International Space Station Research Institute (ISSRI) Statement of Work is being released by NASA for public review and comment. Release of a draft SOW should not be construed as a commitment by the Government to issue a solicitation. If a solicitation is released it will be synopsisized in FedBizOpps (<http://www.eps.gov/spg/>) and on the NASA Acquisition Internet Service (<http://procurement.nasa.gov/>). It is the potential offerors' responsibility to monitor these sites for the release of any solicitation or synopsis. In addition, NASA will consider holding a pre-solicitation conference prior to the release of a Request for Proposal (RFP).

As background, following the required submission of the Report of NASA's International Space Station (ISS) Utilization Management Concept Development Study on January 10, 2003, the Fiscal Year 2003 Omnibus Appropriations Act (P.L. 108-7), signed into law on February 20, 2003, states: "NASA is authorized to proceed with establishment of a Non-Governmental Organization for International Space Station research." Subsequent to this authorization, a Request for Information (RFI) was released April 25, 2003, requesting comments on the plans for the ISSRI. The report, the RFI, a summation of RFI responses, and other associated materials may also be viewed at http://spaceresearch.nasa.gov/research_projects/ngo.html

The draft SOW contains both core work and Indefinite Delivery, Indefinite Quantity (IDIQ) task order work. Each individual Order will specify the applicable elements of the SOW. Not all elements will apply to all Orders. When considering this SOW, please be aware that element page count does not in any way indicate the priority of the element, and subsequently should not dictate the importance of the requirement in future proposals.

The scope of the ISSRI at this time extends to all NASA enterprises that intend to conduct research on the ISS. Elements that apply only to the Office of Biological and Physical Research (OBPR) are indicated as such in their titles and text.

NASA is considering a phased approach for the transition of SOW elements to the ISSRI. The transition would take place over the first three years of the contract.

NASA intends to release a draft Request for Proposal, including revisions to this draft SOW, in the winter 2003/2004 timeframe. Requirements and instructions regarding potential conflicts of interest will be addressed in the draft RFP.

Responses to the draft SOW must be submitted by October 8, 2003 to the Point of Contact listed below. Responses submitted by email should not exceed 400 kilobytes, or if printed in hard copy, they should not exceed 25 pages. The response should indicate the submitter's organization affiliation and briefly describe the organization's background in scientific, technological, or commercial research programs, including any experience in flight investigations.

If you submit any proprietary information, mark it so that NASA may protect the information.

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